



CATAWBA COUNTY POLICY/PROCEDURES FOR BUILDING INSPECTIONS

THE FOLLOWING INSPECTIONS WILL BE MADE AT DIFFERENT STAGES OF CONSTRUCTION (A DAY'S NOTICE FOR ALL INSPECTIONS IS REQUIRED. THE INSPECTION OFFICE ATTEMPTS TO MAKE NEXT DAY INSPECTIONS, BUT WE CANNOT GUARANTEE THE INSPECTION WILL BE MADE THE FOLLOWING DAY, NOR CAN WE GUARANTEE A SPECIFIC TIME OF INSPECTION). THE ITEM (S) TO BE INSPECTED MUST BE READY BY 8:30AM ON THE DAY THE INSPECTION IS SCHEDULED.

***BEFORE SCHEDULING AN INSPECTION THE BUILDING PERMIT CARD MUST BE POSTED*
(SEE CARD FOR LOCATION AND MOUNTING INSTRUCTIONS)**

1. **FOOTINGS (BEFORE ANY CONCRETE IS POURED). PROPERTY LINES MUST BE CLEARLY IDENTIFIED AT TIME OF INSPECTION, OR THE INSPECTOR WILL LEAVE THE JOB SITE AND CHARGE A REINSPECTION FEE.**
2. **PLUMBING AND ELECTRICAL UNDER SLAB (BEFORE ANY WORK IS COVERED UP) **PLUMBING OR ELECTRICAL PERMIT MUST BE ISSUED FOR THE JOB BEFORE THIS INSPECTION CAN BE MADE.**
3. **SLAB FOR HABITABLE AREA, ATTACHED GARAGE, BASEMENTS, ETC. (BEFORE ANY CONCRETE IS POURED).**
4. **FOUNDATION WALL (WHEN FLOOR JOISTS AND GIRDERS ARE IN PLACE FOUNDATION DRAINAGE AND DAMPPROOFING MUST BE COMPLETE AND OPEN FOR INSPECTION.**
5. **REBAR/REINFORCEMENT *IF REQUIRED.(WHEN REBAR IS IN PLACE, BEFORE CONCRETE IS POURED).**
6. **CHIMNEY INSPECTION (WHEN FIREBOX AND THROAT ARE IN PLACE, BEFORE STARTING UP WITH FLUE LINER).**
7. **STUCCO (MUST BE INSPECTED AS STUCCO MATERIAL IS BEING INSTALLED).**
8. **ROUGH-IN INSPECTION (FRAMING, ELECTRICAL, PLUMBING, AND MECHANICAL). SUBCONTRACTORS' PERMITS MUST BE ISSUED FOR THE JOB BEFORE AN INSPECTION CAN BE MADE.**
9. **INSULATION (INSPECTED AFTER ROUGH-IN FRAMING, ELECTRICAL, PLUMBING, AND MECHANICAL HAS PASSED INSPECTION).**
10. **FINAL INSPECTION (EVERYTHING MUST BE COMPLETE EXCEPT COSMETIC WORK).**
11. **OTHER INSPECTIONS MAY BE REQUIRED BASED ON TYPE OF CONSTRUCTION.**

****REINSPECTION FEE OF \$110.00 WILL BE CHARGED FOR THE FOLLOWING SITUATIONS, BUT NOT LIMITED TO THE LIST BELOW (ANY UNWARRANTED TRIP WITHOUT PROPER EQUIPMENT OR INFORMATION AVAILABLE WILL JUSTIFY A REINSPECTION FEE):**

1. **IF THE JOB SITE CANNOT BE LOCATED DUE TO POOR DRIVING DIRECTIONS, BUILDING PERMIT CARD NOT BEING POSTED, WRONG HOUSE NUMBER OR STREET ADDRESS GIVEN TO INSPECTIONS OFFICE AT THE TIME PERMIT (S) WERE ISSUED.**
2. **BUILDING, STRUCTURE, DWELLING, ETC. LOCKED (INSPECTION CANNOT BE MADE).**
3. **JOB NOT READY FOR INSPECTION. (SUCH AS FOOTINGS ONLY PARTIALLY DUG AND/OR GRADE STAKES NOT IN, WATER OR MUD IN FOOTINGS, ROUGH-IN AND FINAL INSPECTIONS: FRAMING, ELECTRICAL, PLUMBING, MECHANICAL NOT COMPLETE, ETC.).**
4. **REQUIRED INFORMATION NOT ON JOB SITE AT TIME OF INSPECTION (TRUSS DETAILS, BEAM DETAILS, BLUE PRINTS, MANUFACTURERS DATA SHEETS OR MANUALS, ETC. THESE SHOULD BE AVAILABLE AT THE APPROPRIATE TIME OF INSPECTIONS).**
5. **WHEN A CONTRACTOR/OWNER/AGENT, CALLS FOR A REINSPECTION, AND ALL ITEMS ARE NOT CORRECTED FROM THE PREVIOUS INSPECTION CHECK LIST. (IF YOU CANNOT READ OR UNDERSTAND THE CHECK LIST, OR TO CANCEL AN INSPECTION, CALL THE APPROPRIATE INSPECTOR, BETWEEN 8AM-8:45AM).**

****IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR AS LISTED ON THE PERMIT TO CALL FOR ALL INSPECTIONS AND REINSPECTIONS. IF THERE IS NOT A GENERAL CONTRACTOR LISTED, THEN IT IS THE RESPONSIBILITY OF THE SUBCONTRACTOR TO CALL FOR INSPECTIONS. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO PAY ANY REINSPECTION FEES INCURRED. IF NO GENERAL CONTRACTOR IS LISTED, (SUCH AS HEAT CHANGE OUT, ELECTRICAL SERVICE CHANGE, ETC.) THEN THE SUBCONTRACTOR IS RESPONSIBLE FOR PAYING ANY REINSPECTION FEES.**

IN ACCORDANCE WITH THE FEDERAL AMERICANS WITH DISABILITIES ACT (ADA) INDIVIDUALS MAY REQUEST ASSISTANCE OR AN INTERPRETER FOR THE DEAF BY CONTACTING THE BUILDING INSPECTIONS DEPARTMENT AT 465-8399. ACCESS TO THE GOVERNMENT CENTER IS AT THE MAIN ENTRANCE DOORS. THE ELEVATOR IS LOCATED IN THE MAIN LOBBY.

USE PERMIT CENTER OFFICE NUMBER 465-8399 TO SCHEDULE INSPECTION REQUESTS

INSPECTION REQUESTS MUST BE CALLED IN (NOT FAXED) BETWEEN 8AM - 3PM FOR NEXT DAY INSPECTIONS